

DEPARTMENT OF ENVIRONMENTAL PROTECTION
PROMOTIONAL OPPORTUNITY

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

POSTING DATE: 02/01/11 CLOSING DATE: 02/28/11

OPEN TO: Agency Employees
POSITION: Environmental Analyst 3
POSITION #: 63737
LOCATION: Bureau of Air Management, Engineering and Enforcement Division,
Administrative Enforcement
ANNUAL SALARY: \$59,281 (ES25-step1)
TYPE OF POSITION: Full-time, Permanent

Eligibility Requirement: Candidates must be on the DAS exam certification list for Environmental Analyst 3. State employees currently holding the above title or those who have previously attained permanent status in the class may apply without taking the exam.

DESCRIPTION OF DUTIES:

- This position in the Bureau of Air Management's Administrative Enforcement section will distribute, assign and review enforcement case work involving certain types of point sources and area sources of air pollution (e.g. gas stations, outdoor wood burning surfaces, sources of fugitive particulate emissions, sources of nuisance odors, etc.) and involving certain administrative violations at Title V/Synthetic Minor Sources (e.g. failures to submit timely GPLPE compliance certifications, Title V Semi-Annual Monitoring Reports, and Title V compliance certifications).
- Develop, implement, review, and revise standard operating procedures, standard document formats, and enforcement strategy for enforcement actions involving certain types of point sources and area sources of air pollution.
- Provide staff training and assistance. Review and recommend enforcement policies and standards pertaining to certain types of point sources and area sources of air pollution.
- Prepare productivity and strategy reports and correspondence. Other tasks as assigned by Supervising Air Pollution Control Engineer, including managing individual enforcement cases.

PREFERRED CANDIDATE WILL HAVE:

1. Considerable written and oral communication skills
2. Considerable knowledge and experience in air pollution control regulations and statutes.
3. Experience applying Department enforcement policies, practices, protocols to sources of air pollution.
4. Strong negotiation skills and experience in dealing with contentious issues and adversarial settings.
5. Considerable knowledge in air pollution enforcement fact finding, case documentation, and case presentation.
6. Project management experience and training with consistent track record of completing work on a timely basis and using time efficiently given competing demands.
7. Experience developing, implementing, reviewing and revising standard operating procedures.
8. Experience mentoring and training lower level staff.
9. Knowledge of and/or experience in coordinating enforcement actions with the Offices of the Attorney General, the Chief State's Attorney, and EPA Region 1

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

To apply, please submit a complete application package, including cover letter, resume, application **Form CT-HR-12** and copies of your two most recent service ratings, before the close of business on the Closing Date above to:

Department of Environmental Protection
Human Resources Division
79 Elm Street
Hartford, CT 06106-5127
Attn: Angella Levy
Telephone: (860) 424-3006

In conformance with the Americans with Disabilities Act, DEP makes every effort to provide equally effective services for persons with disabilities. Individuals with disabilities who need this information in an alternative format, to allow them to benefit and/or participate in the agency's programs and services, should call (860) 424-3051 or (860) 418-5937 or e-mail Marcia Bonitto, ADA Coordinator, at Marcia.Bonitto@CT.Gov. Persons who are hearing impaired should call the State of Connecticut relay number 711.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.